

**D.C. OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 04-2016	POSITION TITLE: Information Technology Specialist (Internet and Web Administrator)
POSITION GRADE & SERIES: CS-2210-12	SALARY RANGE: \$73,867 - \$94,504 per annum
OPENING DATE: December 01, 2015 CLOSING DATE: December 14, 2015	TOUR OF DUTY: 8:15 am – 4:45 pm Monday - Friday
AREA OF CONSIDERATION: Open to the general public	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Immediate Office 441- 4 th Street, N.W. Washington, D.C. 20001	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: Term Appointment (13 Months)	

COLLECTIVE BARGAINING UNIT: This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction

BRIEF DESCRIPTION OF DUTIES: This position is located in the Office of the Attorney General, Immediate Office. This position requires the application of technical knowledge of internet and social-media systems, services, and technologies. The incumbent will cultivate new digital communities and constituencies for OAG and manage those communities and platforms. Specifically responsible for defining and executing a specific digital-content strategy for OAG's which relates to both external and internal audiences and which encompasses both traditional Web media and multiple social media platforms. Coordinates with the Director of Communications on a daily bases to manage and maintain all OAG digital content across both internal and external Web-based platforms as well as social-media vehicles designed for both traditional Web use and use on tablet or handheld devices. Responsible for performing an IT review and creating appropriate applications as needed to develop, maintain and support OAG's websites. Tracks metrics on reach and influence across all Web and social-media platforms. Maintains relevant social-media conversations and interactions. Creates and maintains a user-friendly online OAG presence for District residents, visitors and customers, including developing and disseminating OAG's brand. Develops an internal submission process for divisions and sections to suggest new digital content for OAG's Web and social-media presences. Posts daily to all social-media outlets. Coordinates OAG's community outreach services and activities with online platforms. Partners with other states, municipalities, governmental agencies, departments and community organizations to ensure proper online messages and relevancy. Ensures consistency of messages across multiple networks. Prepares reports to update internal staff on metrics across platforms. Works efficiently and productively with minimal direction or guidance to handle multiple tasks and meet deadlines. Stays abreast of new developments in Web and mobile application, Internet and Intranet and related technologies to the extent that these developments may benefit the District government and OAG. Works with the Office of the Chief Technology Officer development team to maintain agency Internet and Intranet websites on the DC Portal (<http://dc.gov>), using District government content management system, Dynamic Site Framework (DSF), HTML, and Active Server Protocol (ASP). Provides and maintains content management on the OAG Intranet Site and posting Web releases and tables for OAG Divisions.

QUALIFICATIONS: Candidates must have graduated from an accredited four year college or University with Bachelor's Degree in Communications, Computer Science or related field plus four (4) years specialized experience; and or equivalent combination of education and experience. This position requires the application of technical knowledge of Internet and social-media systems, services, and technologies as well as professional knowledge of communications, media relations and the District government as a whole. Excellent skill in troubleshooting experience in a multi-tier

environment is required along with skill in administering and configuring security for site collections and sites and performing root analysis for production issues in the applications. Specialized Experience is Information Technology experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Time-in-grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.

SELECTIVE PLACEMENT FACTORS: In addition, applicants must possess demonstrated experience as indicated in the following Selective Placement Factors. Please respond separately to each factor. Applicants must show how experience relates to required Selective Placement Factors; you may cite cases where you have had opportunities to perform related knowledge and skills. You will be rated based on the information provided in your application (your application must state specific duties that related to this position) and your responses to the Selective Placement Factors will be evaluated against the duties you provided in your application along with your submitted documentation to determine your ability to demonstrate the following:

1. Advanced knowledge of Support/configure/figure/troubleshoot SharePoint 2013 and several core technologies including Windows Server 2008/2012, SQL Server 2012.
2. Skill in installing and configuring SharePoint patching and upgrades is a must.
3. Experience in providing on-call support for critical SharePoint related issues; conceptual understanding of DNS, AD and LoadBancing experience is required.

Substitution of Education: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

Ranking Factor #1: Knowledge of and skill in applying Internet design principles and methods, standard graphics mark-up languages, file formats used in the delivery of Web content; Internet clients, such as browsers and streaming; audio and the technical requirements of graphical, text, and voice-based browsers.

Ranking Factor #2: Knowledge of Federal and District of Columbia regulations and requirements and OAG's organization and Administrative structure.

Ranking Factor #3: Knowledge of and skill in applying Internet technologies and protocols. Skill in troubleshooting in a multi-tier environment.

Ranking Factor #4: Knowledge of social-media guidelines, including, but not limited to WOMMA and "pay-per-post". Advanced MS Office skills is required.

Ranking Factor #5: Ability to speak and write clearly and effectively and to deal with others in a diplomatic but persuasive manner.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligible's for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment. APPLICANTS WHO FAIL TO COMPLETE, SIGN, DATE AND SUBMIT THE RESIDENCY PREFERENCE FOR EMPLOYMENT FORM WITH THEIR APPLICATION WILL NOT BE CONSIDERED FOR RESIDENCY PREFERENCE.

VETERANS PREFERENCE: Applicants claiming veteran's preference must submit official proof of the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

OTHER INFORMATION: A background investigation will be conducted.

HOW TO APPLY: Candidates may apply in person or send a **DC 2000**, Employment Application for the District of Columbia Government to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square: 441 4th Street, N.W. Washington, D.C. 20001. Candidates may send applications via e-mail to: OAG.Recruitment@DC.GOV. Resumes are not considered job applications therefore a DC-2000 must be submitted to received consideration. Resumes will be accepted **in addition to**, the DC-2000. Inquiries related to employment and job applications should be directed to Doris Roseborough, Management Liaison Specialist (202) 724-7316. **To download Employment Application Form, DC-2000, visit our website at: www.oag.dc.gov.**

INFORMATION TO CANDIDATE: Applications received outside the area of consideration and/or after the closing date as well as **INCOMPLETE APPLICATIONS** will not be given consideration. **FOR THE PURPOSE OF EMPLOYMENT, RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS.** Therefore, to be considered all applicants **must** submit a **COMPLETED DC-2000 EMPLOYMENT APPLICATION.**

EEO STATEMENTS: The District of Columbia Government is an Equal Opportunity Employer.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF
THE ATTORNEY GENERAL**

